



# USAID | BURUNDI

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER/VACANCY ANNOUNCEMENT: 72069521R100003**

**ISSUANCE DATE:** September 06, 2021

**CLOSING DATE/TIME:** October 01, 2021/12:00 p.m. (CAT)

**SUBJECT:** *Solicitation for a U.S./TCN Personal Service Contractor (PSC), Senior HIV/AIDS Advisor*

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under a contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a personal services contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Molly Steinbauer  
Supervisory Executive Officer and  
Contracting Officer

## ATTACHMENT 1

Solicitation No: 72069621R00003

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72069621R00003
- 2. ISSUANCE DATE:** September 06, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 01, 2021, 12:00 p.m. Central Africa Time (CAT)
- 4. POINT OF CONTACT:** Human Resource Office, e-mail [kigalihr@usaid.gov](mailto:kigalihr@usaid.gov)
- 5. POSITION TITLE:** Senior HIV/AIDS Advisor
- 6. MARKET VALUE:** \$93,907 - \$122,077 equivalent to GS-14. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** The base period will be 2 years, estimated to start o/a February 14, 2022 to February 13, 2024. Based on Agency need the Contracting Officer may exercise additional 3 option periods of 1-year for the dates estimated as follows:

Base period	February 14, 2022 to February 13, 2024
Option 1	February 14, 2024 to February 13, 2025
Option 2	February 14, 2025 to February 13, 2026
Option 3	February 14, 2026 to February 13, 2027

- 8. PLACE OF PERFORMANCE:** Bujumbura, Burundi. With possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** United States Citizens (including Permanent Residents) per AIDAR 702 and Appendix D and Third Country (non-US, Nationals) per AIDAR Appendix J.
- 10. SECURITY LEVEL REQUIRED:** Facility Access
- 11. STATEMENT OF DUTIES**

## **1. Basic Functions**

The Senior HIV/AIDS Advisor provides technical leadership and assistance in all areas under USAID/Burundi's PEPFAR portfolio and will support the integration of HIV activities with other health areas, such as family planning and maternal and child health. The incumbent serves as a senior Advisor in public health, exercising considerable judgment and discretion in dealing with senior- and mid-level partners in other USG agencies, with the Government of Burundi (GOB), other donors, other local organizations, and Implementing Partners (IPs). The Advisor is involved in policy dialogue, and the development of health activities with the GOB, other PEPFAR agencies, and other stakeholders on a consistent basis. The Advisor will provide technical assistance to the GOB, including participation in the review and evaluation of existing policies on HIV/AIDS prevention and treatment, health systems strengthening, and other relevant policies, providing recommendations and suggesting modifications to existing policies or the creation of new ones.

The incumbent has a direct leadership role in the development of the annual PEPFAR Country Operational Plan and monitoring its implementation over the course of the fiscal year. The Senior HIV/AIDS Advisor also plays a key role in monitoring the financial management (mortgage and pipeline) of the USAID PEPFAR portfolio, ensuring timely obligations, accruals, and financial compliance. S/he acts as a senior representative of USAID in formal and informal settings related to the position. The incumbent assists with strategic planning and design of development activities, intermediate results, and measures of achievement, as well as conceptualizing the design, documentation, and management of the HIV/AIDS and Health sector activities in Burundi. S/he supports the HIV/AIDS sector by researching, reviewing and analyzing data to provide technical assistance and advice on sector issues to both internal and external audiences, including senior-level GOB officials. The incumbent provides day-to-day oversight and management of five professional and administrative staff responsible for program implementation, compliance and reporting. The HIV/AIDS Senior Advisor is part of the USAID/Burundi Health Team and reports to the Senior Health Team Leader, who provides overall technical and operational leadership of the Health Team.

## **2. Major Duties and Responsibilities**

- Provide vision, strategic direction and leadership to the HIV/AIDS team in the design and implementation of all projects/activities in the portfolio ensuring they meet PEPFAR and USAID objectives, and respond to GOB priorities and strategies.
- Direct team members to ensure quality monitoring and reporting on HIV/AIDS activities for USAID including completion of the PEPFAR Country Operational Plan, PEPFAR quarterly, semi- and annual reports, ensure compliance with key policies and documents.
- Reviewing technical quality of programs/projects/activities in the field, by conducting frequent site visits, meeting with program planners, managers, and senior government counterparts in the field as a representative of USAID, providing expert technical assistance, monitoring progress, and reviewing and analyzing results;
- Providing strategic, programmatic, and technical leadership on HIV/AIDS and related linkages across the health portfolio, including health promotion, health systems strengthening, malaria, reproductive health, maternal/child health, and family planning;

- Coordinate the work of technical personnel in conducting conceptual systems analyses, evaluations, or investigations of highly unstructured and/or interconnected problems involving controversial and complex administrative or programmatic issues and problems;
- Perform other duties as assigned by the Senior Health Team Leader, the Country Representative, or any personnel acting in these positions.

#### **Technical Leadership (40%):**

- Provide senior technical leadership support and assistance to the GOB Ministry of Health to the National AIDS Control Program and participate in national HIV/AIDS strategic planning and monitoring activities.
- Provide high-level technical leadership and direction to strengthen key HIV/AIDS and TB institutions at national, provincial and district levels to ensure that all implementing partners are well coordinated and that scale-up of activities are successfully implemented in targeted counties.
- Provide high-level technical assistance and serve as advisor to selected vulnerable groups such as OVC, people living with HIV/AIDS, and key populations.
- Analyzing existing epidemiological, demographic, geographic, and health data, including IP data, and leading efforts to use data to inform programs/projects/activities management and design;
- Integrate the results of various studies and analyses into comprehensive technical briefings, reports, and technical papers, providing technical advice and counsel both within and outside the organization – as an expert in the field;
- Providing technical assistance to Contracting Officer Representatives and Agreement Officer Representatives (CORs/AORs), activity managers, and others by providing technical guidance to IPs;

#### **Program and Project Management (40%):**

- Lead all USAID/Burundi's bilateral and centrally-funded HIV/AIDS initiatives, including planning, monitoring, reporting, and evaluation.
- Seek opportunities to implement strategies that enhance efficiencies, innovation, and research to ensure the sustainability of the HIV program in Burundi
- Along with other Team Leaders, actively support management and program integration opportunities in strategic and cost-effective ways, with a focus on strengthening activities across all sectors.
- Providing supervision and project management mentorship to 4-6 local staff, ensuring technical expertise is integrated into USAID programs/projects/activities; Supervise, mentor, and provide management oversight to the HIV/AIDS team. Support staff professional development, including technical and leadership skills, to ensure team has relevant skills to achieve program objectives.
- Manage the planning, allocation and expenditures of the annual HIV/AIDS team budget under the direction of the Senior Health Team Leader. Ensuring up to date PEPFAR budgets, timely obligations, well documented accruals, and quarterly pipeline analyses. Effectively manage the multi-million dollar PEPFAR funding portfolio. Provide detail-oriented oversight over the PEPFAR budget, ensuring that funds are utilized according to

USG policy/regulations, and that country programs are using PEPFAR resources effectively. Ensure a high degree of fiscal integrity in the program.

- Direct the preparation of analysis and documentation required under the USAID and PEPFAR quarterly and annual reporting processes.

### **Coordination and Representation (20%)**

- Participating in related technical working groups, and collaborating within USAID, other PEPFAR partners, and the Ministry of Health to define priorities in HIV/AIDS for Burundi;
- Participating in the review and evaluation of existing policies, providing recommendations and suggesting modifications to existing policies or the creation of new policies to support and/or enhance USAID health activities;
- Promoting USG interagency collaboration and strengthening coordination with other multinational partners involved in HIV/AIDS and other health areas, such as the Global Fund and others;
- In partnership with the Senior Health Team Leader, serve as the USAID/Burundi contact person for all HIV/AIDS related activities. regularly represents USAID/Burundi at meetings with implementing partners, donors, government, USG Agencies and international and local partners. Serves as USAID's primary focal point on the USG PEPFAR interagency team ("Liaisons").
- Work closely with the GOB, and other key stakeholders to strengthen USAID/Burundi's coordination of HIV/AIDS activities at the national and sub-national levels to ensure greater country ownership and technical capacity.
- Strengthen USAID/Burundi's collaboration with other development partners, to reduce funding overlaps, strengthen technical collaboration, provide technical assistance and enhance the long-term sustainability of program activities.
- Provide technical coordination with other technical teams at USAID/Burundi working in collaboration with the health portfolio.
- Coordinate dissemination of lessons learned among all HIV/AIDS stakeholders; including the USG, other development partners, and the GOB at all levels.

**3. Supervisory Relationship:** The Senior HIV/AIDS Advisor is supervised by Senior Health Team Leader who provides on-site line management.

**4. Supervisory Controls:** The Senior HIV/AIDS Advisor will exercise full range of normal supervision over between four and six locally hired Program Management Specialist, providing overall supervision, policy guidance, and coordinating the work of these employees to achieve program objectives.

"If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide at least 8 hours weekly of training to a cooperating country national (CCN) designated by USAID. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable."

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

*Education and work experience requirements must be met at time of application.*

- a. **Education:** Must possess an advanced degree in international public health, epidemiology, social sciences, health care, or international development
- b. **Experience:** Five years of progressive professional experience in designing, implementing, managing and monitoring medium-to-large scale public health programs, including programs related to HIV/AIDS, with at least four years' substantive supervisory experience of a diverse team is required. Demonstrated technical leadership on large and comprehensive HIV programs, with at least five years' experience in resource-poor settings, is required. Direct work experience with PEPFAR-funded programs and policies is required. Demonstrated experience working with high level host country counterparts, in-country program managers, policy makers and a broad array of international health service providers and community leaders is required.
- c. **Language:** English and French Level IV is required.

## **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(e). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The procedure for evaluating and ranking applications is outlined below. Applicants will be scored based on the documentation provided with the application. Only the highest-ranked applicants will be interviewed.

## 1. Eligibility

To meet the basic eligibility requirements for this position the offeror must:

- Be a U.S. citizen (including Permanent Residents) or Third Country National
- Submit a complete application submitted as outlined in the section IV;
- Be eligible to attain clearance for Facility Access;
- Be cleared medically to work in Burundi;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary.

**USAID policy specifies that U.S. citizens or resident aliens (USNs) are preferred over third country nationals (TCNs). Therefore, USN and TCN offers will not be evaluated together. USAID will evaluate USN offers first and if the CO determines that there are no qualified USNs, only then will USAID evaluate TCN offers.**

## 2. Process and Evaluation Factor Values

After the closing date for receipt of applications, those that meet the minimum qualification requirements (*see II. a. and b.*) will be referred to a technical evaluation committee (TEC). Applications from candidates who do not meet the minimum requirements will not be reviewed. The TEC will review and score the applications based on the following listed evaluation factors.

Application: 35 Points

Extent to which the applicant has the education or training required to satisfy position elements, and quality of experience or skills necessary to successfully perform the work.

Interview: 65 Points

Interview questions will revolve around the candidate's propensity to integrate into the Burundi Health team, articulate appropriate experience and leadership ability, work efficiently with the Interagency, and communicate clearly in French and English.

Total: 100 Points

References PASS / FAIL

References of the finalists will be checked prior to offering the position. Applicant references must be able to provide substantive information about past performance and abilities.

#### IV. **SUBMITTING AN OFFER**

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts," available at <http://www.usaid.gov/forms>.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. Application package must include a résumé or Curriculum Vitae.

#### V. **LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO)/Executive Officer (EXO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Contractor Employee Biographical Data Sheet
2. Declaration for Federal Employment (OF-306);
3. Medical History and Examination Form (DS-6561);
4. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570);
5. Security forms:
  - a. USPSC
    - i. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85);
    - ii. Fingerprint Card (SF-87);
    - iii. Statement of Prior Service (SF-144A).
  - b. TCNPSC
    - i. Overseas Vetting Questionnaire – Authorization for release of information
    - ii. Security Acknowledgement Form
    - iii. Authorization for release of Information
    - iv. Emergency Contact Information
6. Statement of Prior Service (SF-144A).

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

### **1. BENEFITS:**

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

### **2. ALLOWANCES:**

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](https://aoprals.state.gov/content.asp) available at <https://aoprals.state.gov/content.asp>

- (a) Temporary Quarters Subsistence Allowance (Section 120)
- (b) Living Quarters Allowance (Section 130)
- (c) Cost-of-Living Allowance (Chapter 210)
- (d) Post Allowance (Section 220)
- (e) Separate Maintenance Allowance (Section 260)
- (f) Education Allowance (Section 270)
- (g) Education Travel (Section 280)
- (h) Post Differential (Chapter 500)
- (i) Payments during Evacuation/Authorized Departure (Section 600), and
- (j) Danger Pay Allowance (Section 650)

\*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

## **VII. TAXES**

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes. TCNPSCs are subject to an individual's country tax laws and should follow tax requirements of their country of origin.

# **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing USPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR), Appendix D, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including contract clause "General Provisions," available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).
2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

## **LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor —
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor —
2001	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i>	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with

	- Accounting Info: <i>[insert from Phoenix/GLAAS]</i>				Contractor —
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3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

- [AAPD 21-01 Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J](#)
- [AAPD 20-08 Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs](#)
- [AAPD 18-02 REVISED Revisions to Medevac Policies for USPSCs and TCNPSCs](#)
- [AAPD 10-01 PERSONAL SERVICES CONTRACTS -- CHANGES IN USG REIMBURSEMENT AMOUNTS FOR HEALTH INSURANCE AND PHYSICAL EXAMINATION COSTS](#)
- [AAPD 06-10 PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY](#)
- [AAPD 06-08 AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS](#)

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

5. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

